

**SYNTHESIS OF THE RAPPORTEUR'S DOCUMENT ON THE 14TH FORUM OF
MINISTERS FOR CULTURE AND CULTURAL POLICY-MAKERS FOR LATIN AMERICA
AND THE CARIBBEAN**

Caracas, Bolivarian Republic of Venezuela, 28 and 29 September 2005.

Annex No. 1

**AGREEMENTS RELATED TO THE INSTITUTIONAL STRENGTHENING OF THE
FORUM OF MINISTERS OF CULTURE AND OFFICIALS IN CHARGE OF CULTURAL
POLICIES IN LATIN AMERICA AND THE CARIBBEAN SUBMITTED BY THE PRO
TEMPORE SECRETARIAT AND APPROVED BY THE XIV FORUM**

**1- Internal Rules and Regulations of the Pro Tempore Secretariat: additions and/or
modifications to the:**

➤ **Inclusion of two new articles:**

- on the internal structure of the Pro Tempore Secretariat

“The Chair of the Pro Tempore Secretariat will be occupied by the Member State hosting the next Forum, and two Vice Chairs, occupied by the country that hosted the previous Forum and the country to host the subsequent Forum.”

(Objective: Strengthening the Chair of the Pro Tempore Secretariat).

- on the quorum required to hold meetings and adopting decisions.

“There shall be a simple majority of members present for the Pro Tempore Secretariat to hold meetings and adopt decisions”.

(Objective: Endow the Internal Rules and Regulations of the Pro Tempore Secretariat of precise standards for meetings and adopting decisions).

➤ **Modification:**

- Eliminate in the text of the Internal Rules and Regulations of the Pro Tempore Secretariat item 9 in article 3, referred to the Technical Secretary, and include it in the Annex proposed (new) on the functions of the Technical Secretariat.

“To participate in the sessions of meetings of the Forum, with voice and no vote”.

➤ **Addition to the Internal Rules and Regulations of the Pro Tempore Secretariat of an Annex about the functions of the Technical Secretary.**

The Pro Tempore Secretariat counts on the support of a Technical Secretary, based at the UNESCO Regional Office for Culture in Latin America and the Caribbean. Such posting was created by UNESCO at the request of the Forum of Ministers of Culture and Officials in

Charge of Cultural Policies in Latin America and the Caribbean. The Technical Secretary will support the Pro Tempore Secretariat in the following actions:

- 1- organization of its meetings,*
- 2- management and follow up of the Plan of Action and of the agreements adopted by the Forum,*
- 3- support in finding sources for funding*
- 4- coordination with Member States in charge of approved projects and drafting of reports on the development of said projects,*
- 5- preparation and updating databases of Member States of the Forum,*
- 6- distribution of information among Member States related to the meetings of the Pro Tempore Secretariat and of the Forum,*
- 7- support to information gathering for drafting of reports of the Pro Tempore Secretariat, on the implementation of activities and the conditions of the funding sources since the previous meeting of the Forum.*
- 8- submission of reports on any other issue requested by the Pro Tempore Secretariat,*

For the best development of its functions, the Technical Secretary will receive the necessary information and guidelines from the Pro Tempore Secretariat.

The Technical Secretary will participate in the meetings of the Pro Tempore Secretariat and of the Forum with voice but with no vote.

2. Project “Portal of Culture of Latin America and the Caribbean” (<http://www.lacult.org>): To continue to support management of the project “Portal of Culture of Latin America and the Caribbean” (<http://www.lacult.org>), by strengthening the Network of National Coordinators who, together with the contribution from the UNESCO Regional Office for Culture in Latin America and the Caribbean will propitiate a much better use of the potential offered by such digital space. The National Coordinators appointed should be familiar with the computer and information techniques used in the management of Web sites and Web pages. They should have a wide knowledge on the strategies, activities and actions of their respective Ministries and/or cultural institutions. Moreover, Member States will be requested to send the cultural agendas corresponding to the year 2006, aimed at strengthening ties and expanding exchange among them. The said cultural agendas will be published also in the “Portal of Culture of Latin America and the Caribbean” (<http://www.lacult.org>).

3. Creation of a database of Latin American and Caribbean experts: Member States will be requested to send a list of national experts in the various areas of the cultural work to the Pro Tempore Secretariat. Such information will make possible the creation of a database to share the wealth of human resources among all Member States. The information will also be available through the “Portal of Culture of Latin America and the Caribbean.” The communication shall include the CV of the expert proposed to be included in the database and a justification of the proposal.

4. Plan of Action of the XIV Forum: Include in the main areas of action of the Forum the Caribbean Festival of Arts, CARIFESTA, to promote a wider participation and the support of all Member States.

5. Strengthening the cooperation with UNESCO

Taking into consideration that UNESCO and its Regional Office for Culture in Latin America and the Caribbean have supported the Forum of Ministers of Culture and Officials in Charge of Cultural Policies in Latin America and worked together with the Forum since its establishment in 1989, the XIV Forum approves a strengthening of the relations with UNESCO. The Pro Tempore Secretariat will be in charge of the necessary arrangements to achieve this objective.